

Intake Submission Checklist:

1. Zoning code analysis
2. Reason for PD:
 - mandatory
 - elective
 - relevant section of Chicago Zoning Ordinance
3. Project narrative, including reasoning behind design and programming (and any details of associated studies conducted to help you land on this proposal) along with history of public process prior to DPD intake meeting
4. Site and context photos
5. Existing and proposed site plan with setbacks identified
6. Streetscape elevation of the subject block, including the proposed project, with all building heights shown
7. Streetscape Site Plan for the subject block, including the proposed project, with all setbacks shown
8. Floor plans, unit mix and roof plan
9. Elevations with materials identified; final material board will need to be prepared for presentation at any eventual CPC hearing
10. 3D massing images (multiple massing options should be shown to guide discussion) the images should be shown from pedestrian and bird's eye views and should be set into the surrounding context (photo renderings will be required later in the process); please also provide the .kmz files of the proposed building's 3D massing models massing image from pedestrian and bird's eye views in context and/or photo rendering; please also provide a .kmz file of the proposed building's 3D model
11. Map of surrounding zoning districts
12. Pedestrian routes/connectivity
13. Vehicular and loading access plans
14. Conformance with, or deviation from, community, CPC or City Council-approved plans
 - www.cityofchicago.org/city/en/depts/dcd/supp_info/community_and_strategicplans.html
 - www.cityofchicago.org/city/en/depts/dcd/provdrs/planning_and_policydivision.html
 - https://www.cityofchicago.org/content/dam/city/depts/dcd/supp_info/industrial/Metra_Typology_Study.pdf

15. If project includes residential component please provide:
 - analysis of unit sizes (number of bedrooms and unit square footage projections)
 - details regarding neighborhood CPS elementary and high school schools, including school information, location, capacity, ability to enroll additional students and any expansion plans
16. Proposed uses of the Local portion of Neighborhood Opportunity Bonus funds
 - only applicable to projects in a D zoning district which request NOB floor area
 - indicate connection to community, CPC or City Council-approved plans
17. Any city incentives involved/requested
18. Any ARO compliance details or questions
19. Any Landmark details or questions
20. Open space provision (both on-site and related to the fee described in Section 16-18-040)
21. Summary of compliance with DPD's Sustainable Development Policy Matrix
 - https://www.cityofchicago.org/city/en/depts/dcd/supp_info/sustainable_development/chicago-sustainable-development-policy-update.html
22. MBE, WBE and local hiring strategy and projections along with anticipated total project cost and quantity of construction and permanent jobs
23. Information on the anticipated level of building service for internet/cell use, such as the following information:
 - outline anticipated level of digital connectivity; if known, provide information on service access points, risers, carriers, and back-up power
 - identify whether your project will include a connectivity consultant and/or third party digital connectivity certification
24. Other concerns, information, notes or questions

Please note that as part of the final PD Exhibits, enlarged section or axonometric line drawings will be required for typical base, middle, and top of any new construction building to show façade design articulation and detailing. A material sample board shall also be submitted to the project manager the week prior to the Chicago Plan Commission meeting.